

WOODSTOCK PLANNING & ZONING COMMISSION  
REGULAR MONTHLY MEETING - MINUTES  
THURSDAY, OCTOBER 16, 2014 at 7:30 P.M.  
WOODSTOCK TOWN HALL, MEETING ROOM 1

**I. MONTHLY MEETING AT 7:30 PM**

- a. Call to Order – Meeting was called to order by Chair, Jeff Gordon, at 7:30pm. Noted that there is a quorum.
- b. Roll Call – Jeff Gordon, Fred Rich, Joe Adiletta, Dorothy Durst, Delia Fey, Dexter Young, David Fortin, Doug Porter, Syd Blodgett, Gail Dickinson, Laura Cournoyer-Gagne
- c. Absent – Travis Sirrine, Lynn White, John Anastasi

**II. CITIZENS' COMMENTS – NONE**

**III. DESIGNATION OF ALTERNATES – Doug Porter**

**IV. CHAIR'S REPORT – Thanks to everyone for attending and for all their hard work.**

**V. MEETING MINUTES - September 18, 2014**

J. Gordon - Clarification: Page 1: Alternate: no alternate at that point. Item 6a: D. Porter designated as Alternate, G. Dickinson and J. Anastasi rejoined the meeting after this agenda item and D. Porter no longer Alternate at this point in the meeting. Page 2: Line 7: Motion to close public hearing, motion failed, due to a tie vote (4 in favor, 4 opposed, and 1 abstained). Page 2: Old Business: G. Dickinson and J. Anastasi rejoined the meeting after this agenda item and D. Porter no longer an Alternate (for second time). Page 3: Bentley Field: Line 2: Should read: Discussion to write new Leadership Team if a written complaint is received from anyone who has a problem with the PA system. But for now, PZC will hold on writing a letter to the Academy because of ongoing discussion between the Academy and concerned neighbors is in progress. D. Durst – Clarification: Page 1: 6a, line 11: Should state: Curb cut regulations criteria will have to be met. Line 6: Discussion to consider lot size to be  $\frac{3}{4}$  of an acre. Old Business: Line 10: Should read: Motion to accept the preexisting curb cut, not additional curb cut. **MOTION TO APPROVE MADE BY FRED RICH, SECONDED BY DAVE FORTIN, MOTION PASSED WITH CHANGES NOTED ABOVE. MOTION CARRIED UNANIMOUSLY.**

**MOTION TO ALTER AGENDA TO GO OVER ITEMS 8 & 10 MADE BY FRED RICH, SECONDED BY DAVE FORTIN. MOTION CARRIED UNANIMOUSLY.**

**VI. ZEO REPORT**

- a. Zoning Enforcement
  - Terry had issued a permit for a pool while D. Fey was on vacation.
  - 14 Shore Dr. – progress is being made. Person who made complaint hasn't called again.
  - 240 Rte 171 – addressed last week.
  - 87 Barlow Cemetery Rd – follow up in May.

**VII. BUDGET REVIEW & BILLS – No additional bills**

**MOTION TO ALTER AGENDA TO GO OVER ITEMS 11, 12 & 13 MADE BY DAVE FORTIN, SECONDED BY FRED RICH. MOTION CARRIED UNANIMOUSLY.**

**VIII. CORRESPONDENCE**

U.S. Department of Agriculture – New Soil Map (72C)  
Text Amendment from Town of Putnam – Parking requirements for Industrial Plants  
State of CT - Letter of telecommunication facility modification of cell tower.  
Letter from member of the public, Marylou Davis – Bentley Field

**IX. MINUTES OF OTHER BOARDS AND COMMISSIONS**

Historic District Commission compliance issue about sign, near Academy's Student Housing. D. Fey will take a look at the sign to see if it needs a permit.

**X. OTHER – NONE**

**RECESS 7:53 p.m.**

**XI. PUBLIC HEARINGS – 8:00 p.m.**

a. #82114-d Zoning Regulation Text Amendment, Article IV Section B.2.a.i and ii (revise) and C.2.a.i.a (new) minimum lot size for accessory apartment. Noted that this is a continuation of last public hearing. Documents received by Town Attorney 10/10/14 and Commissioner Dave Fortin 10/16/14. D. Fortin was looking to propose a way for some people in town to remain in home by adding an apartment in the current home. Possibly make the lots 1 acre and not to exceed 1000sq. ft. Town Attorney recommended that a Special Permit be used to evaluate the specifics of an individual lot. Special Permit fees could be expensive. Fees could be different from a business Special Permit. Concern that some lots may be too small to add apartment. Minimum lot size of an acre to move forward, and leave any lots smaller than that to be reviewed. Perhaps set up a system to keep track of how many apartments are being applied for, size of apartments, attached or not, etc. Cluster subdivisions have been approved for  $\frac{3}{4}$  of an acre, different from non-subdivisions. Consider changing size to 750 to 800 sq. ft. instead of 1000sq. ft. Change wording as follows:

- ii. One accessory apartment shall be permitted per single family dwelling on lots of 1.0 acre or greater so long as apartment does not exceed 750sq. ft. and the lot meets all other requirements of these regulations.
- iii. Approved lots in open space subdivisions or re-subdivisions may have an accessory apartment if lot size is .75 acres or greater, as long as apartment does not exceed 750sq. ft. and the lot meets all other requirements of these regulations.

**MOTION TO CLOSE PUBLIC HEARING MADE BY GAIL DICKINSON, SECONDED BY DOROTHY DURST.  
MOTION CARRIED UNANIMOUSLY.**

**XII. OLD BUSINESS**

a. #82114-d Zoning Regulation Text Amendment, Article IV Section B.2.a.i and ii (revised) and C2.a.i.a (new) minimum lot size for accessory apartment. **MOTION TO APPROVE TEXT AMENDMENT CHANGES AS STATED IN PUBLIC HEARING MADE BY GAIL DICKINSON, SECONDED BY DEXTER YOUNG. 8 TO 1 VOTE, MOTION PASSES.** Can submit to local paper by Friday, effective date of November 15, 2014. **MOTION TO SET EFFECTIVE DATE OF NOVEMBER 15, 2014 MADE BY GAIL DICKINSON, SECONDED BY DAVE FORTIN. MOTION CARRIED UNANIMOUSLY.**

**XIII. POCD**

Subcommittee made decision to move POCD project to main commission meetings. Pending items:

1. Revised maps from NECOG - not yet updated.
2. Pictures from Leslie Sweetnam will work on more once fair is done.

- a. Picture for front cover
  - b. Looking for pictures from Historical Society
3. Accessory apartments text is still a work in progress.
4. Process per state statute for approval: Would like to have submitted to State by July 1, 2015. **MOTION FOR PUBLIC HEARING DATE SET FOR FEBRUARY 19, 2015 AT 7:45 p.m. MADE BY GAIL DICKINSON AND SECONDED BY DAVE FORTIN. MOTION CARRIED UNANIMOUSLY.**

**XIV. ADJOURNMENT - 10:05 P.M.**

**MOTION TO ADJOURN BY GAIL DICKINSON, SECONDED BY DAVE FORTIN, MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

Laura Cournoyer-Gagne, Recording Secretary

DISCLAIMER:

These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's minutes for approval/amendments. Please note that the audio recording is the legal record of the meeting.